

PERSONNEL, AUDITS, AND ANIMAL WELFARE COMMITTEE REPORT relative to proposed agreement with CorrecTek, Inc. (CorrecTek) for electronic health records software and hosting services to manage medical records at City correctional care facilities.

Recommendation for Council action:

APPROVE and AUTHORIZE the General Manager, Personnel Department, to execute the Professional Services Agreement with CorrecTek for electronic health records software and hosting services to manage medical records at City correctional care facilities with a five-year term effective June 9, 2022 through June 8, 2027 and a total expenditure authority not to exceed \$446,060, subject to approval as to form by the City Attorney.

Fiscal Impact Statement: The City Administrative Officer reports that funding is provided in the Personnel Department's Contractual Services account within the line item titled "Electronic medical records for City jails" which is budgeted \$117,000 in the 2021-22 Budget and the upcoming 2022-23 Adopted Budget. Approval of the proposed recommendation will not result in an additional fiscal impact to the General Fund.

Financial Policies Statement: The CAO reports that as budgeted funds are available to support the proposed expenditures in the current year, and future year expenditures are limited to the appropriation of funds in the budget, the recommendation contained in the May 27, 2022 CAO report, attached to the Council File, complies with the City's Financial Policies.

Community Impact Statement: None submitted.

**TIME LIMIT FILE – AUGUST 1, 2022**

**(LAST DAY FOR COUNCIL ACTION – JULY 29, 2022)**

Summary:

On June 15, 2022, your Committee considered a May 27, 2022 CAO report relative to proposed agreement with CorrecTek for electronic health records software and hosting services to manage medical records at City correctional care facilities. According to the CAO, the Personnel Department (Department) requests authority to execute the proposed Professional Services Agreement (Agreement) with CorrecTek to provide electronic health records software and hosting services to manage medical records at City correctional care facilities. The proposed Agreement provides a five-year term effective June 9, 2022 through June 8, 2027 and a total expenditure authority not to exceed \$446,060 (\$89,212 annually) over the term of the contract.

The scope of work provided under the proposed Agreement includes providing:

- Licensing for an electronic health records system containing a fully integrated electronic medication administration recording and reporting system.
- Maintenance services for the electronic health records software.
- Annual hosting and Cloud-based internet access services.
- Technical support and software upgrades.

The Contractor has been providing these Services for the City under Contract No. C-129413, which expires on June 8, 2022. Due to the need for the Contractor's services to be provided on an ongoing basis, a ratification clause is included in the Agreement to allow the Contractor to continue providing services prior to the execution of this Agreement. The Personnel Department selected the Contractor based on a competitive process initiated in 2021. The Contractor has complied with all applicable City contracting requirements. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendation contained in the CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Animal Welfare Committee



COUNCILMEMBER VOTE

KORETZ: YES  
HARRIS-DAWSON: YES  
BONIN: ABSENT

ARL  
6/15/22

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**